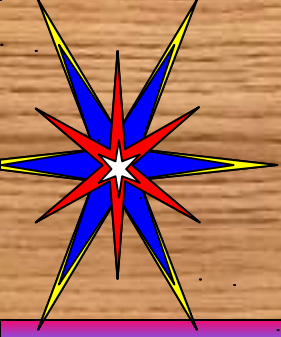


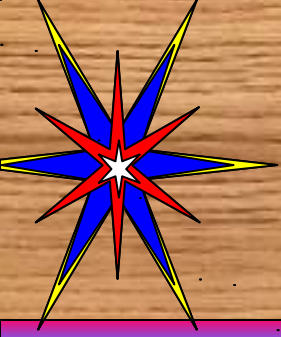
Post-Collection Enabling Learning Objectives

- 1. Name the FTDTLs currently utilized by the Army for routine biochemical testing.**
- 2. List the requirements for temporary storage of urine specimens**
- 3. State how to properly package specimens for shipment.**
- 4. Select from a list the areas to be inspected during a quality control check of urine specimens.**
- 5. Complete a proper chain of custody**



Post collection procedures: Donor Testing

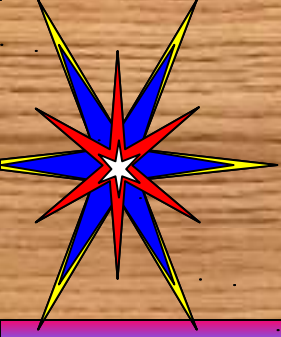
- ▮ **After all specimens have been collected the UPL will:**
 - ▮ **Verify that all SSN's on the Unit Ledger, DD Form 2624 and bottle labels match.**
 - ▮ **Ensure that all required information, signatures, and initials are on the bottle labels, unit ledgers, and DD Forms 2624 as required.**
 - ▮ **Ensure that each specimen has tamper evident tape applied.**



Post collection procedures: Donor Testing

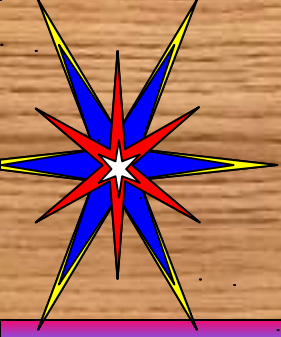
- ▮ **After all specimens have been collected the UPL will (continued):**
 - ▮ **Place the DD Forms 2624 and Unit Ledgers in their respective collection boxes.**
 - ▮ **Dispose of all waste materials.**
 - ▮ **Disinfect the work area.**

NOTE: While cleaning up the work area the UPL must maintain eye contact with all specimen containers.



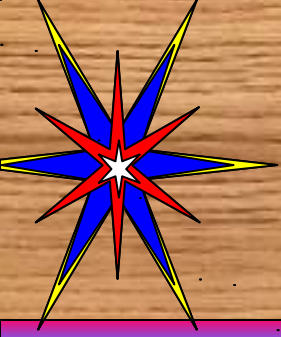
Post collection procedures: Donor Testing

- ▮ **After all specimens have been collected the UPL will (continued):**
 - ▮ **Will transport all specimens to the Installation Biochemical Collection Point (IBCP) as soon as possible (normally the same duty day).**
 - ▮ **If unable to transport to the IBCP immediately, the specimens, containers and paperwork will be placed in temporary storage.**



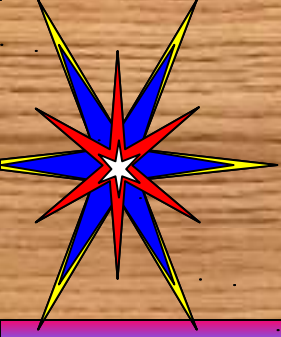
Post collection procedures: Temporary Storage

- ▮ A safe, secure filing cabinet or metal wall locker will be used to store specimens.**
- ▮ The storage container must be in a lockable room.**
- ▮ The Safe, filing cabinet or wall locker:**
 - ▮ must weigh at least 500 pounds.**
 - ▮ or be attached to the structure of the building by a chain or bolted to the wall/floor.**



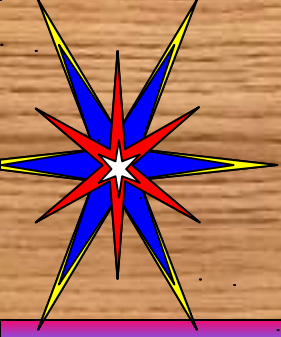
Post collection procedures: Temporary Storage

- ▮ **If a filing cabinet is used:**
 - ▮ **A metal bar hasp that runs the entire height of the cabinet will be used.**
 - ▮ **A hasp may be welded to the top drawer, but then only top drawer may be used for storage.**

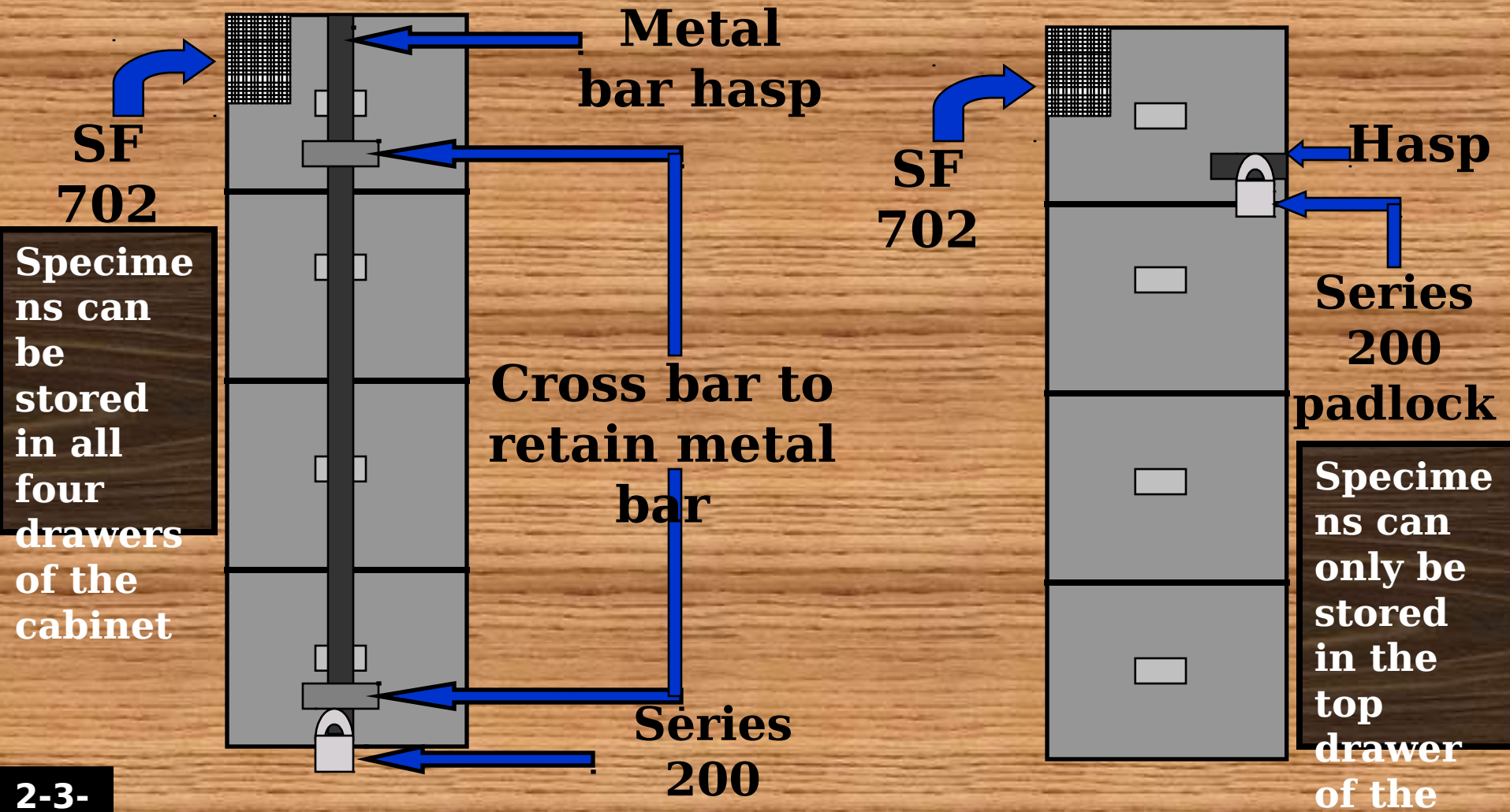


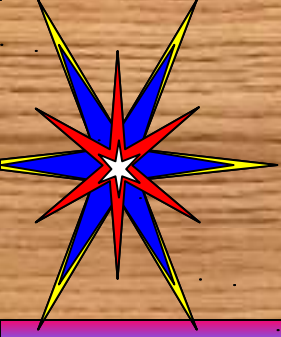
Post collection procedures: Temporary Storage

- ▮ The safe, filing cabinet or wall locker will have the hasp secured with a key padlock (series 200) with 2 keys.**
 - ▮ One key will be issued to primary UPL.**
 - ▮ The second key will be issued to commander's safe in a sealed envelope.**
- ▮ All Opening / Closing of the container will be annotated on SF 702.**



Post collection procedures: Temporary Storage



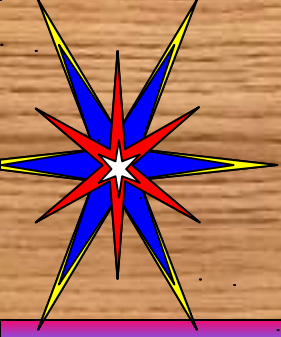


Post collection procedures: Temporary Storage

- It is extremely important that UPLs complete the chain of custody (back of DD Form 2624) properly when placing specimens in and out of temporary storage.**
- Click on the buttons below to see how to properly complete the chain of custody**

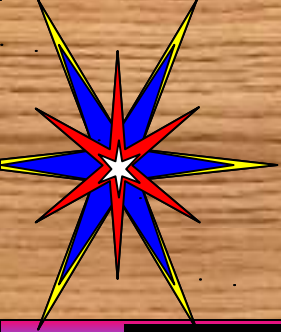
Placed in Temporary Storage

Removed from Temporary Storage



Post collection procedures: Temporary Storage

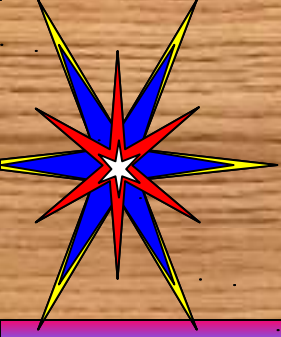
- Under extreme circumstances, the alternate UPL may remove specimens from the storage container (i.e. the primary UPL goes on emergency leave, is hospitalized etc.).**
- Annotate the reason on a Memorandum For Record (MFR) and maintain it in your files.**



**Receipt of Specimens
at the Installation Biochemical
Collection Point (IBCP) by the
Installation Biochemical Test
Coordinator (IBTC)**

or

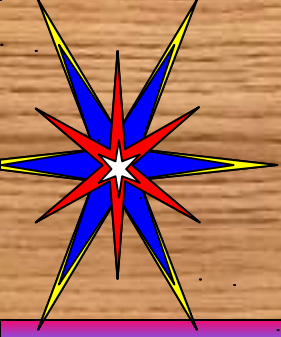
**How to perform a Quality Control
Inspection if you do not have an
IBTC**



Receipt of Specimens at the IBCP

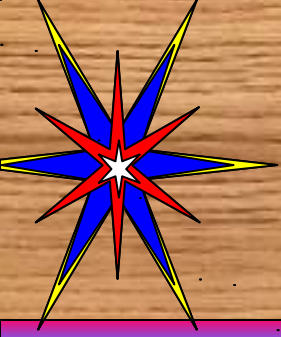
- ▮ At the IBCP the IBTC will check the following:**
 - ▮ Do you have a valid UPL certification (good for 1 year) and do you have your unit ledgers, DD Forms 2624, and specimens?**

Note: If you do not have an IBCP or an IBTC (such as recruiters, reserve units, and deployed Soldiers) then you must check all documentation carefully and make corrections like an IBTC.



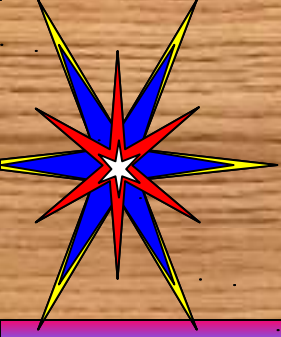
Quality Control Inspection

- ▢ The IBTC will review the DD Forms 2624, unit ledgers and bottle labels for completeness.
- ▢ The IBTC will ensure that the information contained on the front side of the DD Form 2624 is correct and corresponds with the information on the bottle label and unit ledger:
 - ▢ Ensure that, at a minimum, approximately 30 mL of urine is contained in each bottle.
 - ▢ Ensure the specimen does not appear adulterated.
 - ▢ Ensure that an unbroken piece of tamper evident tape is correctly placed on each bottle



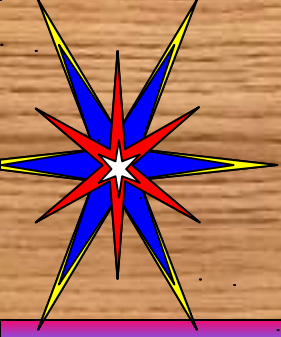
Quality Control Inspection

- ▮ If a discrepancy is found during the check, the IBTC shall initiate appropriate action to correct the discrepancy or error, if possible. All discrepancies that can be corrected must be explained in a memorandum titled, "Certificate of Correction".



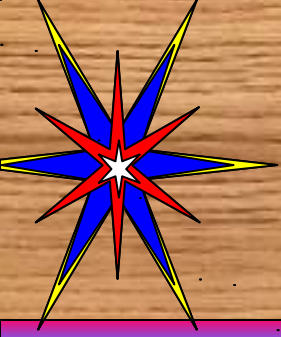
Quality Control Inspection

- ▮ The memorandum titled, “Certificate of Correction” will explain:
 - ▮ The discrepancy
 - ▮ The circumstances
 - ▮ The corrective action
 - ▮ All personnel involved, including the person(s) who made the error, must sign this certificate



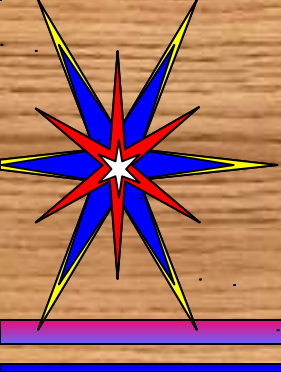
Quality Control Inspection

- ▮ If the error is a missed entry or an incorrect entry on the bottle label or on the DD Form 2624, corrections will not be made on the label or on the form. The evidence that a correction was made will be the memorandum titled, "Certificate of Correction".



Quality Control Inspection

- ▮ The memorandum titled, “Certificate of Correction” will be attached to the original and all copies of the DD Form 2624.
- ▮ The memorandum titled “Certificate of Correction” will be attached to the IBTC’s DD Form 2624 until it’s destruction date.



CERTIFICATE OF CORRECTION

MEMORANDUM FOR: Commander, Fort Meade FTDTL

SUBJECT: CERTIFICATE OF CORRECTION

1. THIS LETTER IS TO CERTIFY THE FOLLOWING CORRECTIONS WERE MADE AS INDICATED BELOW FOR URINE SPECIMEN ENCLOSED WITH THIS SHIPMENT FOR TESTING.

**2. REFERENCE: () BOTTLE LABEL
(X) DD FORM 2624**

DOCUMENT/BATCH 02 **SPECIMEN** 04 .

READS AS:

SSN: 123-44-5674

CORRECTED TO READ AS:

SSN: 123-44-5677

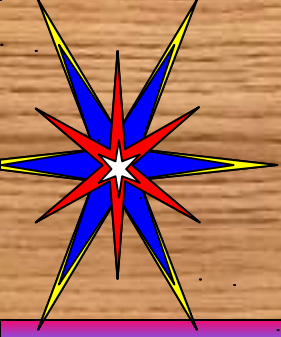
In this example the UPL wrote the incorrect SSN on the DD Form 2624. Since the Soldier that provided the specimen is not available the form cannot be changed. The memorandum explains that the SSN should be

SIGNATURE: Michael

DATE: 26 Apr 05

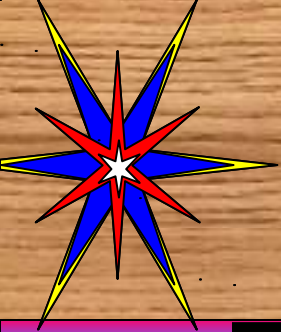
TITLE: SFC, UPL A Co ACSAP

VERIFIED BY: Jeff Washburn



Quality Control Inspection

- ▮ If no discrepancies are noted, or all discrepancies have been corrected with a Certificate of Correction, the UPL will enter:
 - ▮ The date the specimens were delivered in block 12a.
 - ▮ Prints his/her name and signs their payroll signature in block 12b.
 - ▮ Prints “Specimens released by UPL to IBTC” in block 12d.
 - ▮ Ensures that the IBTC prints and signs their payroll signature in block 12c to document receipt of specimens.

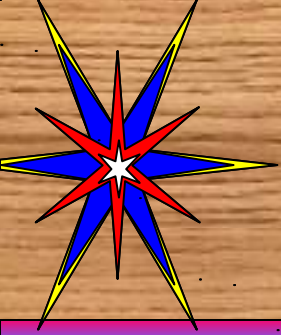


DD Form 2624 (Back)

12. CHAIN OF CUSTODY		IAN	THRU
DATE (YYMMDD)	RELEASED BY	RECEIVED BY	PURPOSE OF CHANGE/ REMARKS
a	b	c	d
(1) 050426	SIGNATURE Michael C. Biggerstaff	SIGNATURE Jeff Washburn	Specimens released by UPL to IBTC
	NAME Michael C. Biggerstaff	NAME Jeff Washburn	
(2) 050426	SIGNATURE Jeff Washburn	SIGNATURE	Specimens shipped to FTDTL by USPS
	NAME Jeff Washburn	NAME USPS	
(3)	SIGNATURE	SIGNATURE	

This is a blown up portion of the back of the DD Form 2624.

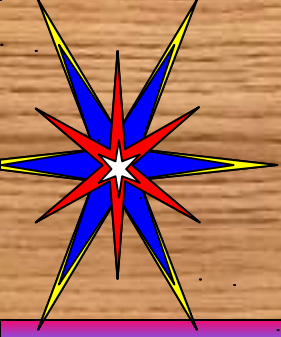
- The UPL released the specimens to the IBTC.
- The IBTC then released the specimens to the United States Postal Service (USPS). Note: FTDTL = Forensic Toxicology Drug Testing Laboratory
- The mail carrier is not required to sign the chain of custody, because the box is sealed with the DD Form 2624 inside when taken to the post office.



Quality Control Inspection

- NOTE: Only UPLs who DO NOT have access to an IBTC for a quality control check will normally use Certificates of Correction.
- Also, these UPLs will not sign the specimens over to another person, but will sign the specimens over to the mail carrier, such as USPS, FedEx, UPS, or DHL.
- In the below Example SGT Myer is deployed; he signs the specimens over to the postal service (Mail clerk).

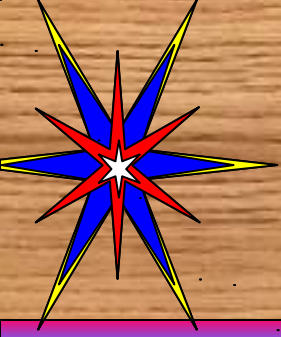
12. CHAIN OF CUSTODY		LAN	THRU
DATE (YYMMDD) a.	RELEASED BY b.	RECEIVED BY c.	PURPOSE OF CHANGE/ REMARKS d.
(1) 050426	SIGNATURE Joshua B. Myer	SIGNATURE	Specimens mailed to FTDITL by USPS
	NAME Joshua B. Myer	NAME USPS	
	SIGNATURE	SIGNATURE	
	NAME	NAME	



Quality Control Inspection

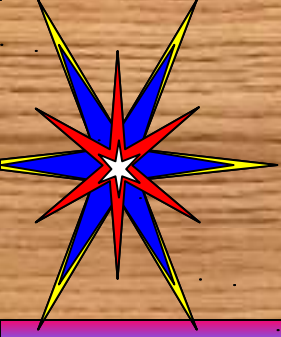
- ▮ To assist you in performing your quality control inspections, this course contains a Quality Control (QC) checklist.
- ▮ The checklist can be viewed and printed by clicking on the button below.
- ▮ The checklist is located in Appendix L of the UPL Handbook.
- ▮ The checklist is also available in in the Urinalysis Documents portion of the Resource

QC Checklist



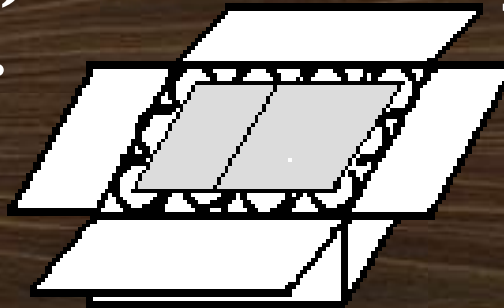
Prepare for Shipment

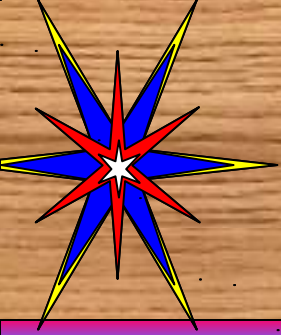
- ▮ **Only UPLs without IBTCs will ship their own specimens to the laboratory, however every UPL must be familiar with the packaging requirements for the following reasons:**
 - ▮ **Your unit may deploy and then you will have to ship your own specimens.**
 - ▮ **AR 600-85 gives the IBTC the option of having the UPL package the specimens or do it themselves.**



Prepare for Shipment

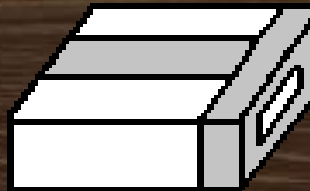
- ▮ These steps may be completed by either the UPL or the IBTC as determined by local SOP.
- ▮ Liquid absorbent pads will be placed in each specimen box (containing up to 12 specimens) to absorb any leakage that may occur.





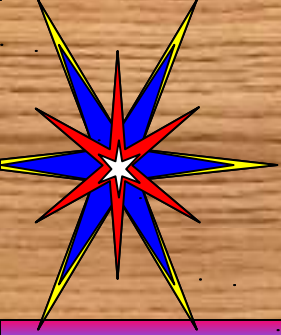
Prepare for Shipment

- ▮ The specimen box will be sealed with adhesive tape over all open sides, edges and flaps.



- ▮ The UPL or the IBTC then signs his or her payroll signature the tape on the top and bottom container.

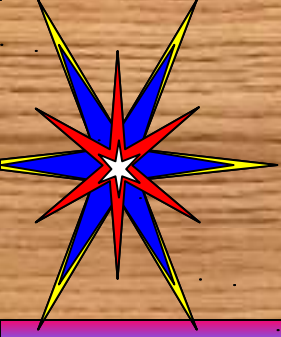




Prepare for Shipment

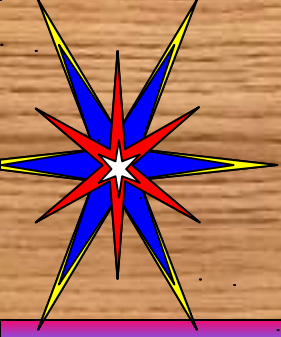
- ▮ The UPL tapes a plain white business envelope, with the original DD Form 2624 enclosed, to the outside of the specimen box; Do not seal the envelope.
- ▮ Write your Base Area Code (BAC) in large letters on the outside of the envelope.





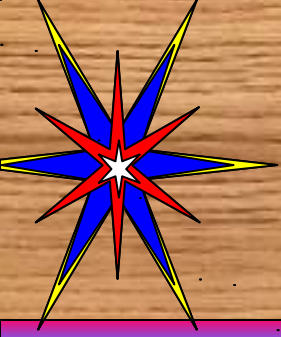
Shipping to FTDTL

- ▮ All urine specimens will be forwarded to the supporting FTDTL
- ▮ If the IBTC (or UPLs without an IBTC) is going to ship the specimens to the FTDTL on the day received from the UPL then he/she will:



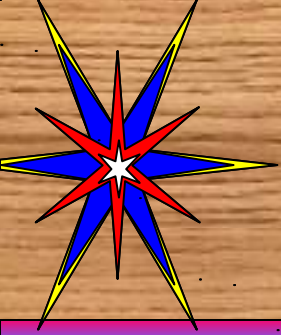
Shipping to FTDTL

- ▮ **Sign each DD Form 2624 releasing it to one of the authorized modes of transportation, i.e. “Released to USPS”.**
 - ▮ **USPS is the United States Postal Service**
 - ▮ **Prepare the specimen boxes as required for shipment.**

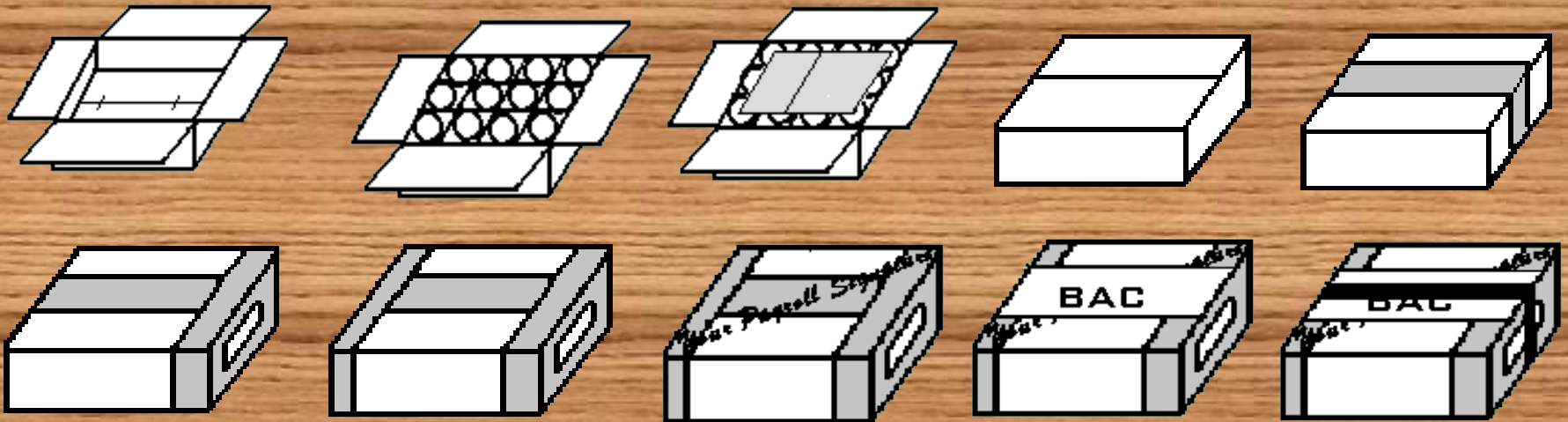


Shipping to FTDTL

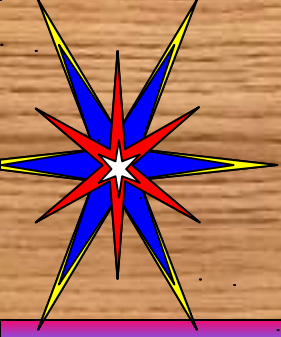
- ▮ **Ensure that each original DD Form 2624 remains inside the envelope taped to the specimen container. Make suspense copies of DD Forms 2624 and Certificates of Corrections for your files.**
- ▮ **DO NOT SEND UNIT LEDGERS TO THE LAB!**
- ▮ **Place specimen container inside a leak proof bag.**
- ▮ **Wrap the container IAW your carrier's requirements. Some mail services require that the box be wrapped in brown paper before shipment.**



Packaging

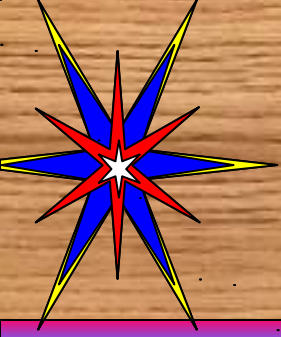


- ▮ Do not use 100 mile an hour tape (Duct Tape)
- ▮ Do not combine more than 10 collection boxes into a larger box



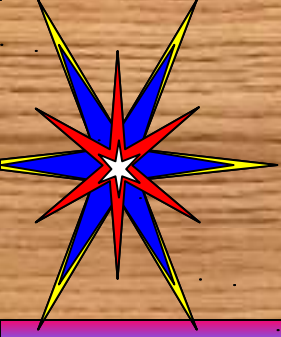
Shipping to FTDTL

- ▣ **Ship specimens to the FTDTL by one of the following transportation modes:**
 - ▣ **US Postal Service.**
 - ▣ **FedEx, UPS, DHL.**
 - ▣ **Hand-carried by surface transportation.**
 - ▣ **Military aircraft transportation system.**
 - ▣ **US flag commercial airfreight, air express, and air freight forwarder.**
 - ▣ **When none of the above can satisfy the movement required, by foreign flag air carrier.**



FTDTLs

- ▮ **FTDTLs (Mailing labels are available in the Resource Center)**
 - ▮ **Tripler, Honolulu, Hawaii**
 - ▮ **Fort Meade, Maryland**



Practical Exercise (PE)

- ▢ You have been trained on:
 - ▢ DTP
 - ▢ The collection process including how to fill out the DD Form 2624 (including the chain of custody) and the unit ledger
 - ▢ How to perform QC
- ▢ You will need to practice these skills by doing a few PEs. Make sure you click on the “Homework” button and complete the PEs after you finish the “unusual Circumstances” presentation.

12. CHAIN OF CUSTODY		LAN	THRU	INSTRUCTIONS				
DATE (YYMMDD)	RELEASED BY	RECEIVED BY	PURPOSE OF CHANGE/ REMARKS	BLOCK	USA	USN/MC	USAF	
a.	b.	c.	d.	1	SUBMITTING UNIT			
(1) 0504 26	SIGNATURE Michael C. Biggerstaff	SIGNATURE Building 2241	Placed into Temporary Storage	2	ADDITIONAL SERVICE INFORMATION (SECOND ECHELON)	Do not use	Message address of second echelon commander to whom submitting unit reports administratively	Optional. May be used to identify the base POC.
	NAME Michael C. Biggerstaff	NAME Room 6		3	BASE/ AREA CODE	Service Code Area	Leave Blank. For future use.	Four character Base identification code (Ex, F123). Comprises the first four characters of the full 10-character Base Identification Number
(2)	SIGNATURE	SIGNATURE		4	UNIT IDENTIFICATION CODE	Unit Identification Code (UIC or RUC) of unit submitting urine sample.		Do not use
	NAME	NAME		5	DOCUMENT/ BATCH NUMBER	Do not use	Enter the locally assigned batch number. Each batch of 12 samples, or portion thereof, shall be assigned a separate number by the submitting unit.	3-digit batch number common to all specimens in the shipment (Ex, 501). Comprises the middle part of the full 10 character BIDN assigned to each specimen
(3)	SIGNATURE	SIGNATURE		6	DATE SPECIMEN COLLECTED	Enter the four-digit year, two-digit month, and two-digit day that the samples were collected by submitting unit.		
	NAME	NAME						
(4)	SIGNATURE	SIGNATURE						
	NAME	NAME						
(5)	SIGNATURE	SIGNATURE						
	NAME	NAME						
(6)	SIGNATURE	SIGNATURE						
	NAME	NAME						
(7)	SIGNATURE	SIGNATURE						
	NAME	NAME						
(8)	SIGNATURE	SIGNATURE						
	NAME	NAME						
(9)	SIGNATURE	SIGNATURE						
	NAME	NAME						
(10)	SIGNATURE	SIGNATURE						
	NAME	NAME						

You can now place the specimens in the storage container and lock it up, and annotate the closing of the container on the SF 702.

12. CHAIN OF CUSTODY		IAN	THRU	INSTRUCTIONS				
DATE (YYMMDD)	RELEASED BY	RECEIVED BY	PURPOSE OF CHANGE/ REMARKS	BLOCK	USA	USN/MC	USAF	
a.	b.	c.	d.	1	SUBMITTING UNIT Message address of unit submitting urine samples			
(1) 0504 26	SIGNATURE Michael C. Biggerstaff	SIGNATURE Building 2241	Placed into Temporary Storage Removed from Temporary Storage	2	ADDITIONAL SERVICE INFORMATION (SECOND ECHELON)	Do not use	Message address of second echelon commander to whom submitting unit reports administratively	Optional. May be used to identify the base POC.
	NAME Michael C. Biggerstaff	NAME Room 6		3	BASE/ AREA CODE	Service Code Area	Leave Blank. For future use.	Four character Base identification code (Ex, F123). Compare the first four characters of the full 10-character Base Identification Number
(2) 0504 27	SIGNATURE Michael C. Biggerstaff	SIGNATURE Michael C. Biggerstaff		4	UNIT IDENTIFICATION CODE	Unit Identification Code (UIC or RUC) of unit submitting urine sample.		Do not use
	NAME Room 6	NAME Michael C. Biggerstaff		5	DOCUMENT/ BATCH NUMBER	Do not use	Enter the locally assigned batch number. Each batch of 12 samples, or portion thereof, shall be assigned a separate number by the submitting unit.	3-digit batch number common to all specimens in the shipment (Ex, 501). Comprises the middle part of the full 10 character BIDN assigned to each specimen
(3)	SIGNATURE	SIGNATURE		6	DATE SPECIMEN COLLECTED	Enter the four-digit year, two-digit month, and two-digit day that the samples were collected by submitting unit.		
	NAME	NAME						
(4)	SIGNATURE	SIGNATURE						
	NAME	NAME						
(5)	SIGNATURE	SIGNATURE						
	NAME	NAME						
(6)	SIGNATURE	SIGNATURE						
	NAME	NAME						
(7)	SIGNATURE	SIGNATURE						
	NAME	NAME						
(8)	SIGNATURE	SIGNATURE						
	NAME	NAME						
(9)	SIGNATURE	SIGNATURE						
	NAME	NAME						
(10)	SIGNATURE	SIGNATURE						
	NAME	NAME						

You can now close the container, annotate the closing of the container on the SF 702 and take the specimens to the IBTC.

“Removed from Temporary Storage”.